MC0075

# HOSPITAL BUILDING NOTE

# DINING ROOMS

# 11

MINISTRY OF HEALTH: LONDON: HER MAJESTY'S STATIONERY OFFICE:
FEBRUARY 1961: Reprinted 1965
PRICE 1s. 3d. NET

MINISTRY OF HEALTH HOSPITAL BUILDING NOTE NO. 11

# Dining rooms

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# I. Scope

This building note gives guidance on the design of dining-rooms for hospital staff. It applies to all kinds of hospital.

# II. General considerations

It is uneconomic to provide serveries to separate dining-rooms or to have a waitress service. Normally, one dining area should be provided with a cafeteria service, though it may be necessary to arrange for a priority service for those who, exceptionally, require meals without delay because of official commitments. Any departure from this will need special justification.

It is desirable to plan the dining-room on the same level as, and immediately adjacent to, the central kitchen, preferably en suite with the kitchen with access from the kitchen to dining-room servery by means of pass-through hatches. The route to dish-washing should avoid crossing traffic to and from the service counter. Staff access to the dining-rooms should be planned to give easy circulation under cover to all parts of the hospital.

# III. List of rooms

**A. Basic accommodation**

This should be provided in all cases and should consist of the following:

(*a*) *Dining area*
- (i) Draught lobby
- (ii) Dining-room
- (iii) Coffee room

(*b*) *Servery area*
- (i) Servery
- (ii) Wash-up
- (iii) Pantry and food store

(*c*) *Cleaners' room*

(*d*) *Circulation space* within the area of the above accommodation

*Functional unit*

The functional unit selected for the basic accommodation in this note and the related cost note (Appendix E to Building Note No. 2) is the meal, which for the purposes of this note, is defined as the maximum number of mid-day meals required for staff, excluding staff on night duty and making allowances for a proportion of the remaining number of staff being on leave or off duty which would normally amount to not less than 20 per cent. This note should be read in this connection with Building Note No. 10—Kitchens.

**B. Additional accommodation**

(*a*) *Entrance*
- (i) Entrance hall
- (ii) Cloakroom

(*b*) *Furniture store*

(*c*) *Linen store*

(*d*) *Sandwich room*

(*e*) *Supervisor's office*

(*f*) *Changing rooms and lavatories for dining-room staff*

# IV. Description of rooms

**A. Basic accommodation**

(*a*) *Dining area*

The following dining area should be provided, planned as a self-contained unit together with the servery:

- (i) Draught lobby
- (ii) Dining-room
- (iii) Coffee room

Eighteen square feet for each seat in all is recommended for the total area of these spaces. For purposes of calculation, it should be assumed that each seat in the dining-room will be used two-and-a-half times at each main meal. (The servery is considered separately.) If this area is needed to serve for other social activities it should be conveniently arranged with that in mind. It should be planned separately from the main circulation of the hospital and it will be useful if external access is provided which could be combined with a paved sitting-out area. The general character should be informal, gay and welcoming, with generous natural lighting. It should be attractively planned, preferably to ensure a degree of privacy for small groups. This might be achieved by designing the area as a series of intercommunicating spaces with different ceiling heights; alternatively, use might be made of room dividers, plants, movable partitions, etc. The general treatment, curtains, colour, finishes, texture, furniture and crockery, should be designed as a whole. Tables should be planned in small groups rather than in long rows. As a rough guide to the dining-room, 13 sq. ft. per seat is needed for a cafeteria service. The use of acoustic absorbents is generally desirable in dining-rooms to reduce the noise level and create a restful atmosphere. A quiet resilient floor covering is important in all these areas. The coffee lounge will require a beverage counter for tea and coffee, with storage for cups and saucers. Generally, the servery wash-up should be planned so that cups and saucers can be washed there.

(*b*) *Servery area*

(i) *Servery*

The service counter should be approached directly from the entrance lobby and separated from the dining-room by screening or partitioning. This area may need to be acoustically treated. The length of counter will depend on the number of meals to be served and the choice of dishes provided. The speed of service will also be affected by the length of counter. Generally, a counter should not be longer than about 30 ft. which will provide for a range of menu giving two or three choices for each course. Where very large numbers are catered for it is advisable to introduce a second counter.

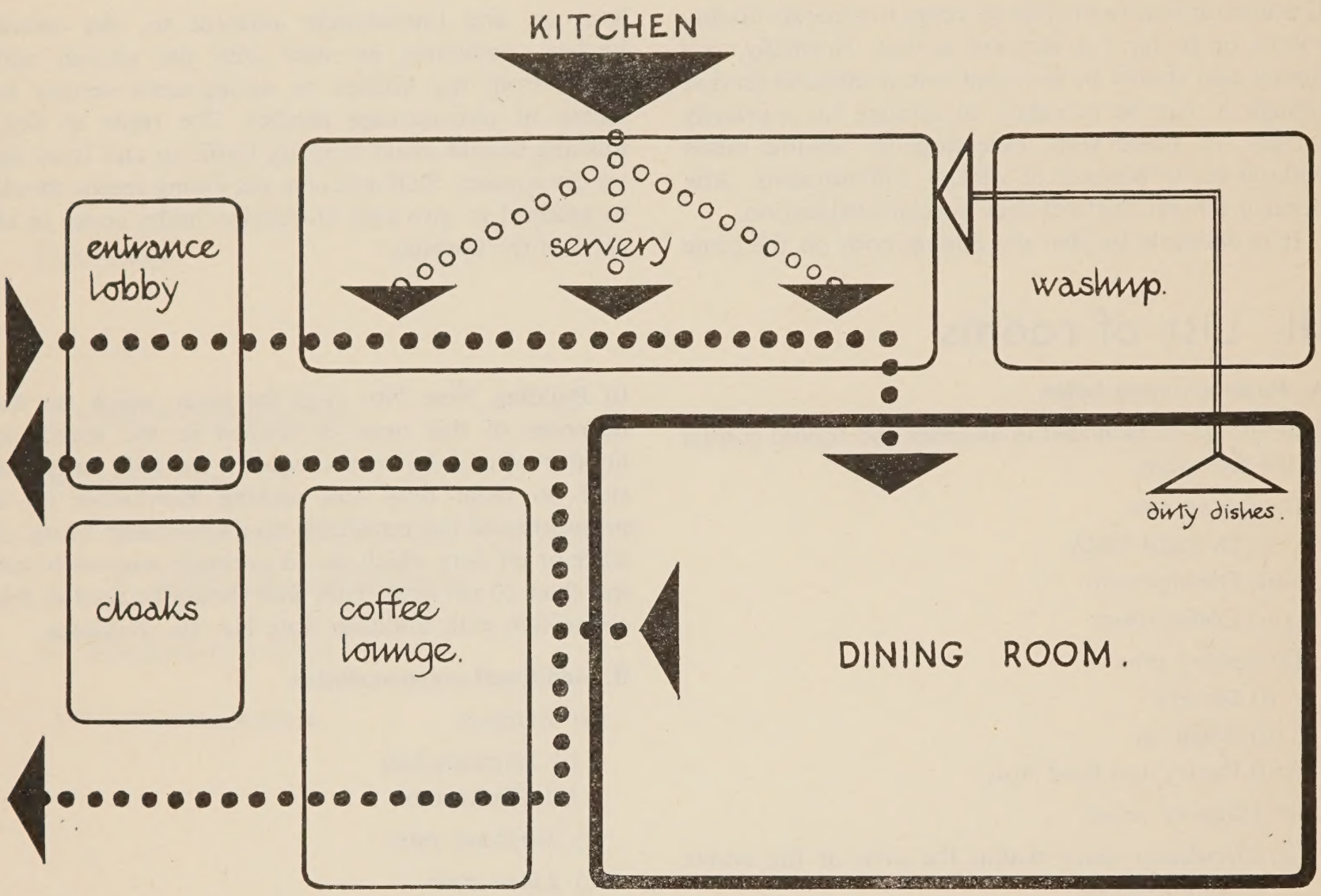


Figure 1. Diagram of basic circulation to dining-room

Figure 1 illustrates diagrammatically the relationship of the servery and the dining area.

The counter (hot closets with "bain-marie" tops together with a cold counter and storage area for plates and dishes) should be arranged in a continuous flow based upon the various courses of the meal. A tray rack or slide is required to allow the various items chosen to be easily collected as the diner circulates past the counter. Food on display should be protected by a transparent screen.

A back counter is required behind the service counter with adequate gangway space between (4-5 ft.). This back counter provides supplementary hot and cold storage, facilities for light snacks and for toast and hot beverages served at breakfasts and suppers. A sink and lavatory basin should be provided.

(ii) *Wash-up*

A separate room with a mechanical dishwasher is required adjacent to the servery and dining-room. Standby washing-up sinks and drainers should be provided. Twice as much bench and draining-board space is required on the dirty side of the machine as on the clean. The clean side should nevertheless be long enough to accommodate three washing racks and stacking space.

(iii) *Pantry and food store*

A small bay or room adjacent to the servery is required for preparing snacks, filling jam, sugar and butter dishes, etc.

As part of the pantry, a separate ventilated food store should be provided for the daily issue from the stores of dry goods, e.g. cereals, bread and jam. A refrigerated cabinet is required for the storage of perishable goods, e.g. butter and milk.

Not less than 80 sq. ft. is required.

(*c*) *Cleaners' room*

A cleaners' room is required with a bucket sink, drainer, locker and space for brooms, buckets, mechanical equipment, etc.

50 sq. ft. should be provided and the room should be adequately lighted and ventilated.

(*d*) *Circulation space*

Any corridors should be well lit and ventilated.

**B. Additional accommodation**

(*a*) *Entrance*

(i) *Entrance hall and draught lobby*

When the dining-room is approached from the outside a small entrance hall or draught lobby will be required. If it is isolated from the main hospital buildings a space may be required for notice boards, for small groups to wait or meet before or after meals, or for other social purposes.

(ii) *Cloakrooms*

These will be required where the dining-room is situated at some distance from the main hospital buildings, or if there are no such facilities in close proximity in the main building. If the dining-room is used for social functions, these facilities may be required for visitors.

(*b*) *Furniture store*

If the dining area is used for special functions it may be necessary to provide storage for tables and chairs.

(*c*) *Linen store*

Storage may be required for table linen. Generally, cupboard space or a small room of about 50 sq. ft. fitted with slatted shelves will be sufficient.

(*d*) *Sandwich room*

The need for a sandwich room will depend upon local requirements but when staff bring sandwiches for their mid-day meal it is desirable to provide a suitable room containing a beverage counter or hot drink dispenser. About 200 sq. ft. would be a normal provision.

(*e*) *Supervisor's office*

In large dining rooms a supervisor's office may be required of about 80 sq. ft.

(*f*) *Changing rooms and lavatories for dining-room staff*

Normally these facilities will be provided with those for the kitchen staff (for details see Building Note No. 10).

# V. Engineering services

**Heating and Ventilating**

*General requirements*

The following table gives recommended design temperatures and ventilation rates based on an outside temperature of 30°F.

| *Accommodation* | *Design temperature* | *Air changes per hour* | *Notes* |
|---|---|---|---|
| Dining-room | 65°F. | 3 | Background heating to 50°F. augmented by booster heating to 65°F. |
| Coffee lounge; sandwich room | 65°F. | 3 | |
| Servery | 60°F. | 5/10 | Mechanical extract ventilation. |
| Servery wash-up | 60°F. | 6 | Servery heated from dining-room. |
| Pantry | 60°F. | 2 | If used as a working space. |
| Food store | — | — | May be in pantry. |
| Linen store | 60°F. | 2 | Heating coil from DHW. |
| Cleaners' room | 50°F. | 2 | |
| Entrance hall and lobby | 55°F. | 3 | |
| Cloakroom and lavatories | 60°F. | 2 | |

*Heating*

The dining-room, coffee lounge and sandwich room will be occupied only during recognised meal and refreshment periods and some economy in heating can be achieved with a basic system of background heating to 50°F., supplemented by booster heating capable of rapidly raising the room temperatures to comfort level when required.

Background heating can best be provided by means of a conventional hot water system using radiators or, alternatively, cabinet type convector heaters. Radiators should be wall-mounted and placed beneath windows where practicable to counteract down draught.

Supplementary heating is most easily achieved by installing fan assisted convectors. These may be heated by low pressure steam or by hot water and the fans should be silent in operation. If practicable these units should be mounted externally to the room to be heated, and fitted with suitable filters with only the inlet and discharge grilles visible. The warm air discharge grilles should not discharge directly on to people queueing or sitting at tables.

The booster convector heater(s) should be controlled by thermostat to maintain an average room temperature of 65°F. The controls for starting and stopping the booster heaters should be located in the servery. The control system could be subject to clock control if considered desirable. The booster heaters should be arranged for recirculation of air only.

Small dining-rooms should be heated by means of a normal radiator system capable of full heating but fitted with controls to reduce the temperature when the rooms are unoccupied.

Radiators may be required in the servery wash-up and the pantry. A heating coil served from the domestic hot water services will be necessary in the linen cupboard.

Lavatories and cloakrooms should be provided with radiators and/or heating coils.

*Ventilating*

Natural ventilation through windows or fresh air inlet grilles should be sufficient except in the servery and

servery wash-up where mechanical extract is necessary to remove excessive heat, vapour and food odours.

*Domestic hot, cold and drinking water*

Domestic hot and cold water will be required to the servery counter, to the lavatory basins in the servery and cloakrooms, to sinks and the wash-up machine in the servery wash-up, and to the cleaners' room. Supplies to lavatory basins en suite with w.c.'s could be to spray taps.

Drinking water will be required in the servery, coffee lounge and sandwich room for supplies of table water and to serve café sets and instantaneous water boilers. Iced water may be required.

*Steam and condensate services*

These are required to servery bains-marie and hot cupboards, to instantaneous water boilers and café sets where steam heated, and to the dish-washing machine if fitted with a booster heater or calorifier. Steam will be required to the sterilising sink(s) in the servery wash-up to raise the final rinse water to sterilising temperature.

*Gas service*

It may be considered preferable to instal some gas-operated equipment, e.g. toaster grill, café sets, instantaneous water boiler, in which case a gas supply will be required.

*NOTE.* Where practicable, the above services should be extended from the kitchen main services and provided with suitable isolating valves.

**Electrical installation**

*General*

The electrical installation will consist of general and special lighting, electrical outlets, and the wiring and equipment required for the heating, ventilating, refrigeration, and other installations (e.g. clocks, telephone, call system).

*Wiring*

Wiring enclosed in heavy gauge screwed steel conduit concealed in the building fabric, or mineral insulated metal-clad cable, should be used. Where conduit is exposed to damp or steamy conditions it should be heavily galvanised both inside and out, but preferably mineral insulated copper-clad systems should be used. The latter should be painted to prevent the formation of verdigris under damp conditions.

*Lighting*

General lighting should follow normal hospital practice except in the dining-room, coffee lounge and sandwich room where the use of special fittings is desirable. The fittings should be decorative but not difficult to clean and maintain. The lighting should be diffuse and warm. Either tungsten or fluorescent lighting with double coated tubes may be used. Where possible, lighting fittings should be located over the tables to reduce shadows from the diners. If fluorescent lighting is used in the servery, it is essential that specially selected tubes be used to give satisfactory colour rendering of the food. The appearance of the food can be enhanced by the provision of local tungsten lighting at the service counter. The dining-room lighting should be group-controlled from the servery. The main servery lighting should be switched from one or two positions as necessary but sufficient switches should be provided for the subsidiary lighting to obtain flexibility for display purposes.

The following table gives recommended values of illumination (3 ft. above floor level) for the various rooms:

| *Accommodation* | *Average lumens/sq. ft. recommended* |
|---|---|
| Entrance lobby ... ... ... ... | 7 |
| Dining-room; coffee lounge ... ... ... | 10 |
| Sandwich room ... ... ... ... | 10 |
| Servery ... ... ... ... ... | 20 |
| Servery wash-up ... ... ... ... | 10 |
| Pantry; food store; linen store ... ... | 7 |
| Cloakroom and lavatories ... ... ... | 7 |
| Cleaners' room ... ... ... ... | 7 |

*Special lighting*

Lighting in the coffee lounge should receive special consideration and it may be desirable to supplement a reduced scale of general lighting with special lighting with individual switches.

In the servery there should be adjustable flush "eye-ball" spotlights or an alternative form of display type lighting over the service counter.

Separate lighting may be necessary for the washing-up machine.

*Power and socket outlet circuits*

Power supplies will be required to servery counter equipment (e.g. refrigerated section and hot drink dispenser if provided), electric hot-plates, the dish-washing machine, refrigerator, toaster grill and café sets, if electric. Sufficient 13 amp. universal type switched socket-outlets on ring circuits should be provided to allow for the convenient use of domestic appliances (e.g. floor cleaners) having flexible leads assumed to be 30 ft. long. Main distribution switch-gear should preferably be housed alongside the kitchen main switchgear.

*Electric clocks*

Electric clocks will be required in the dining-room, coffee lounge and sandwich room. Where a central clock system exists it should be extended, otherwise synchronous mains operated clocks should be provided.

*Staff location system*

If a central staff location system exists or is projected it should be extended to include the dining-room and coffee lounge.

*Telephone*

Acoustic booths or cubicles adjacent to the dining area may be required, and an internal telephone in the supervisor's office if one is provided.

*Fire-alarm system*

Information on fire alarms and extinguishers is given in B.S. Codes of Practice and in the Ministry's circular "Hospital Fire Precautions". Advice on the fire-fighting installations proposed should be sought from the local fire authority.

Title : Dining Room (Hospital Building Note 11)

Author(s) :

Publication year : 1965

Publisher : HMSO

City of publication : London

Keywords :

Location :

Synopsis :

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https://archive.org/details/ucl_mc0075

# Hospital Building Note No. 2.

# Appendix E

## Dining Rooms

*Hospital Building Note No. 11*

The scales of accommodation and cost recommendations are applicable to all types of hospital.

**A. Basic accommodation**

(*a*) *Dining area*

(i) Entrance lobby
(ii) Dining-room
(iii) Coffee room

(*b*) *Servery area*

(i) Servery
(ii) Wash-up
(iii) Pantry and food store

(*c*) *Cleaners' room*

(*d*) *Circulation space* necessary for the above accommodation

**B. Additional accommodation**

(*a*) *Entrance*

(i) Entrance Hall
(ii) Clockroom

(*b*) *Furniture store*

(*c*) *Linen store*

(*d*) *Sandwich room*

(*e*) *Supervisor's office*

(*f*) *Changing rooms and lavatories for dining-room staff*

*Circulation space* For the purpose of the provisional cost limit the area occupied by internal circulation space and internal walls and partitions represents, on average, an addition of 15 per cent to the net floor area of the basic and additional accommmodation.

DEPARTMENTAL COST ALLOWANCES

**1. Basic accommodation**

Functional unit—a meal, in accordance with the definition of meals below:

Meals for this purpose are the maximum number of mid-day meals required for staff, excluding staff on night duty and making allowance for a proportion of staff being on leave or off duty:

For the first 125 meals—
allow £8,400

For every additional meal—
allow £40.

**2. Additional accommodation**

Cost of additional accommodation—
allow £5 12s. 0d. per square foot.

*Note: Engineering*

The following engineering services are included in items (1) and (2) above and account for approximately 29-35 per cent of the total cost of basic accommodation, and approximately 17 per cent of the total cost of additional accommodation:

Space heating and ventilation; steam and condense; gas.

Hot, cold and drinking water.

Lighting, power including fittings, clocks, staff location system and fire alarm system.

Equipment comprising service counter, grill and toaster, tea and coffee set, refrigerator and dish-washing machine; fire fighting equipment.

*Note:* Cost allowances have been revised and the above figures were operative from 1st May, 1963.

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| 7. Accommodation for nursing staff | | |
| 8. Physiotherapy department | 1s 3d | (1s 6d) |
| 9. Occupational therapy department | 1s 3d | (1s 6d) |
| 10. Kitchens | 2s 0d | (2s 5d) |
| 11. Dining rooms | 1s 3d | (1s 8d) |
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Printed in England for Her Majesty's Stationery Office by Fosh & Cross Ltd., London.

Dd. 127434 K12 7/66

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Published by
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